

OL FILES

03 FEB 1988

MEMORANDUM FOR: Deputy Director for Administration

VIA: Director of Logistics

FROM: [REDACTED]  
Director of Security

SUBJECT: Request for Approval to Acquire Additional  
Space for the Office of Security's Washington  
Field Office

1. Action Requested: Approval is requested to acquire and  
renovate additional office space for the Office of Security's  
Washington Field Office (OS/WFO) [REDACTED]

2. Background: Although negotiations are currently in  
process concerning the leasing of approximately [REDACTED] square  
feet of office space adjacent to our present office, it is  
requested that strong consideration be given to the acquisition  
of an additional [REDACTED] square feet of office space. Upon  
deliberation and exchange by architects, safety and physical  
security representatives, it was determined that the additional  
square feet of office space would be needed to incorporate a  
larger vault area than initially proposed. The additional  
vault area would house all of the Reinvestigation Personnel  
files, plus a CPU and a separate TWX room complex. The current  
vault in the OS/Washington Field Office cannot accommodate all  
of the security requirements.

3. Cost Considerations: The present office is leased  
[REDACTED] by the General Services  
Administration (GSA) at a cost to the Agency of [REDACTED] per  
year. The Office of Logistics has requested that GSA extend  
the present lease for another five years. GSA is presently  
negotiating a five year lease for [REDACTED] square feet of office  
space at a cost to the Agency of approximately [REDACTED]  
annually. Payment to GSA for the additional [REDACTED] square feet of  
office space are estimated to be approximately [REDACTED]  
annually. A one time renovation expense is estimated at  
[REDACTED]

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4. Recommendation: Your approval is requested to proceed with the acquisition of the space cited above.

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Director of Logistics

Date

Approved:

Deputy Director for Administration

Date

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:AS/Logs (28 Jan 88):

:Distribution:!

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